



## Lamar University – M.Ed. in Educational Technology Leadership

### Field-based Activities Monthly Report: Log

**Instructions:** Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

<b>Date:</b> <u>August 1, 2011</u>		<b>Total Internship hours at the start of the month:</b>	373
Week	Functions	Description	Hrs
1	Week's Activities	<b>Recommend and demonstrate use of appropriate technology resources to promote safe and healthy use of technology. This will be accomplished via email, class website, professional development, in-class support, video tutorials, and upon teacher request. (3 Hours)</b> <b>Develop a summary and flexible schedule for achieving equitable access to technology resources for all students and teachers. (3 Hours)</b>	6
	Standard/Indicator	TF-VI.D; TF-VI.E	
	Communication with Site Mentor	Face-to-Face, Phone, Text Messages, and Email	
2	Week's Activities	<b>Build, promote, and implement technology alliances and partnerships using ICore, Reasoning Minds, Smart Technologies, EInstruction, and Rosetta Stone.</b>  <b>Cont.: Build, promote, and implement technology alliances and partnerships using Wikis, Smart Technologies, EInstruction, AEIS Comparison Campuses, and Region 10. (3 Hours)</b> <b>Locate and disseminate current research in educational technology and campus vision.</b> <b>Collaborate with staff and stakeholders to create a campus vision that provides ownership and buy-in. (4 Hours)</b>	7
	Standard/Indicator	TF-VIII.C; TF-VIII.A	

	Communication with Site Mentor	Phone, Email, and Face-to-Face	
3	Week's Activities	Create a proposal for a campus-based technology committee, to include District Technology Department, Campus Administrators, Technology Integration mentor (TIM), Campus Based Technician (CBT), Librarian and teachers from a variety of disciplines. Meet regularly to discuss research-based decision-making, appropriate projects and goals. Implement projects to improve classroom & campus technology integration.	4
	Standard/Indicator	TF-V.B	
	Communication with Site Mentor	Face-to Face & Email	
4	Week's Activities	Create, maintain, and update the Campus Instructional Calendar using Google Calendar. Develop a flexible schedule for technology integration that allows me to provide in-class support on a regular basis. Collaborate with staff on calendar contents and provide staff development on how to use and implement the contents on the calendar. Develop and implement activities that will allow our campus to improve on technology use through a flexible schedule. (8 Hours)	8
	Standard/Indicator	TF-VIII.B	
	Communication with Site Mentor	Face-to Face & Email	
5	Week's Activities	Create a survey for campus employees and students to participate in. Survey will determine needed modifications in technology implementations. (2 Hours) Use EInstruction & other technology tools to provide job-embedded training and provide on-going, in-class support to teachers. Integrate technology and Core curriculum to evaluate and assess student performance based on TEKS. Use MyData Portal, AEIS, Progress Monitoring, and RTI to analyze student strengths and weaknesses. (8 Hours)	10
	Standard/Indicator	TF-VIII.E; TF-IV.B	
	Communication with Site Mentor	Face-to-Face, Phone, Text Messages, and Email	
Hours worked this month:			35
Total Internship hours to date including this month:			408